

Real Estate Continuing Education Course Approval Application

You can use this form to apply for or to renew approval of a real estate course. Only an approved real estate provider/course developer can offer courses for clock hour credit. Allow 45 days for processing original applications and applications with changes. Approval is made upon receipt to renewal applications with no changes. Approval is good for two years.

Send this completed form, any required attachments, and a check or money order payable to the Department of Licensing to:

Real Estate
Department of Licensing
PO Box 9021
Olympia, WA 98507

For validation only

Indicate date of presentation if this is a seminar, symposium, or conference.

Date _____

Select one:

- ☐ Original application – **\$50 non-refundable fee minimum, \$5 per clock hour and attachments listed on page 3**
- ☐ Renewal application for course ID number _____ – **\$50 minimum, \$5 per clock hour**

Select the medium by which this course is delivered:

- ☐ Live lecture
- ☐ Distance education – Delivery method _____

attach Real Estate Distance Education Delivery Method Application (form BPD-600-002B) unless the course has been certified by ARELLO for your school

Does this course include the current prescribed core curriculum?

- ☐ Yes
- ☐ No

Provider/Course developer information

Name of provider/Course developer			School ID number <i>(if applicable)</i>	
Address <i>(Street, PO Box, Suite number)</i>				
City			State	ZIP code
(Area code) Telephone number	(Area code) Fax number	email address		
Contact person			(Area code) Telephone number <i>(if different)</i>	

Course information

Course title as it will appear in the course catalog		Is this course ARELLO certified? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, attach ARELLO certificate)</i>	
Number of clock hours requested <i>(50 minutes equals one clock hour -- minimum of 3 clock hours)</i>	Exam and key attached <i>(Required for 30 or more clock hour courses)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of questions <i>(Minimum of 3 questions per clock hour)</i>	
Description of instructional materials <i>(text, charts, examples of forms, handouts, pamphlets, booklets, etc.)</i>			
Specify the course learning objectives for each learning unit and describe how the learning objectives cover the subject matter <i>(see page 2)</i>			

Outline of Course Presentation

Please highlight where the core curriculum elements are met in the course, if applicable

Learning unit title	Learning objective	Teaching techniques utilized in each learning unit	Estimated time to complete each learning unit

Total clock hours _____

Check the appropriate topic area(s) of this course

- ☐ Principles/essentials
- ☐ Taxation
- ☐ Evaluating real estate and business opportunities
- ☐ Construction and land development
- ☐ Real estate closing practices
- ☐ Finance
- ☐ Commercial
- ☐ Instructor development
- ☐ Consumer protection
- ☐ Cross cultural communication

- ☐ Advanced management practices
- ☐ Legal aspects
- ☐ Appraisal
- ☐ Property management and leasing
- ☐ Ethics and standards of practice
- ☐ Current trends and issues
- ☐ Hazardous waste and other environmental issues
- ☐ Real estate sales and marketing
- ☐ Use of computers and/or other technologies as applied to the practice of real estate

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place

X

School administrator's signature

Original applications only must include two sets of all of the following:

- Course description
- Course curriculum and/or syllabus
- Course outline with learning objectives and hourly breakdown (make sure to highlight the core curriculum in your outline, if applicable)
- Any text, handouts, and other instructional materials
- Final examination and answer key (if 30 clock hours or more)
- Completed distance education delivery method approval application, if applicable
- ARELLO certificate, if applicable
- The non-refundable fee

WAC 308-124H-820
WAC 308-124H-815(1)

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56